

To obtain a crime report, a written request for a copy of the report must be completed and submitted to the Covina Police Department Records Division. The request form is available at the police department, or a fillable online form is available below for completion. The form must then be delivered to the Records Division in person or by mail. Records personnel will contact applicants when their request is ready to be picked up, and applicants are required to respond in person in order to confirm their identity and complete the release. All submitted requests are reviewed, and approved or denied in compliance with the Public Records Act. The police department will respond to all submitted requests within ten business days. There are cost recovery fees associated with this process, which will be explained by Records Division Personnel upon request approval.

[Crime Report Request Form](#)